

25X1

11 May 1968

**MEMORANDUM**

**TO:** CHIEFS OF FBI'S OVERSEAS FIELD BUREAUS  
**FROM:** ASSISTANT DIRECTOR FOR OPERATIONS  
**SUBJECT:** SECURITY PROGRAM FOR FBI'S FOREIGN FIELD INSTALLATIONS

1. It is the purpose of this memorandum to establish responsibilities for the security of FBI installations and operations at locations outside the continental limits of the United States and to prescribe standards and procedures for guidance in the discharge of these responsibilities.

2. The chief of each FBI overseas field bureau will be responsible for all aspects of document, operations and building security at the installation to which he is assigned.

3. In connection with the general responsibilities mentioned above the chief of each FBI overseas field bureau will be accountable for compliance with specific requirements as follows:

a. A statement of security regulations will be prepared and announced to United States citizen personnel. These security regulations will be based upon applicable provisions of the CIA Security Regulations and will be supplemented by such additional regulations as are determined advisable to meet conditions peculiar to the locality concerned. The regulations will not make reference to the CIA. They may be issued as FBI administrative memoranda of which copies will be forwarded to Chief, FBI.

b. Activities of alien personnel will be appropriately restricted. Administrative measures may be employed for this purpose. Copies of restrictive instructions to alien personnel will be forwarded to Chief, FBI.

c. Secrecy agreements will be issued by all employees who are citizens of the United States.

d. All United States citizen employees will receive appropriate indoctrination based upon the security regulations of the installation in order to insure understanding and compliance.

e. Alien employees will not be permitted access to material classified higher than RESTRICTED nor to storage facilities containing such information. RESTRICTED material may be made available to alien employees upon determination

25X1

**CONFIDENTIAL**

~~SECRET~~  
~~REF ID: A6512~~

by the chief of the installation that such information is required in the performance of their duties.

L. Safe combinations will be changed in accordance with security regulations only by United States citizen employees.

M. Two photographs taken not more than six months prior to employment, two completed fingerprint forms and two Alien Personal History questionnaires (forms to be supplied) will be obtained from each alien employee for use in connection with a determination of the reliability of the employee. If alien laborers or casuals (as differentiated from regular employees) are utilized by the installation, the chief of the installation will determine whether it is necessary from a security standpoint to require submission of the personnel data mentioned above.

N. As a basis for determining the reliability of alien employees with respect to whether they shall be retained or dismissed, all pertinent information within available facilities will be developed. A report will be prepared on such alien employees and a copy thereof transmitted to the Chief, FBI. The facilities of other federal government agencies and the security reports rendered by such agencies should be utilized whenever possible. With respect to those FBI installations located in United States military government areas the chief of the FBI installation will determine, in the best interests of security, the nature of the information concerning alien personnel to be reported to CIA in the event the United States military authorities object to the transmission of photographs, fingerprint forms, Personal History Statements or security reports on alien employees to CIA in Washington.

O. A copy of the security regulations and related instructions prepared by the chief of each FBI field installation will be transmitted to Chief, FBI, for review by appropriate CIA staff sections.

25X1

Brigadier General, USA

cc: Chief, Tokyo Bureau  
 Chief, Hawaii Bureau  
 Chief, London Bureau  
 Chief, Mediterranean Bureau)

25X1

cc:

25X1

Information

**CONFIDENTIAL**